



JOB DESCRIPTION

The Education Achievement Authority of Michigan is a new statewide school system that is responsible for the lowest 5 percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school years and will be expanded to include low performing schools throughout Michigan as new schools are assigned by the Michigan Department of Education.

JOB TITLE: Chief Technology Officer

REPORTS TO: Chancellor, Education Achievement Authority

SUMMARY

Provides leadership and direction in the development, implementation, operation and maintenance of the district's business and finance information systems, computer services, network communications, and management information services to accomplish organizational goals and objectives. Establishes and oversees implementation of computing and information technology strategic plans, operating policies and approaches, programs and schedules and ensures that technology is applied efficiently and in a cost-effective manner. Serves as a member of the Senior Leadership Team participating in the creation and execution of the district's vision, mission, and strategic plan to ensure that each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

The Chief Technology Officer provides support and works with a sense of uncompromising cooperation with members of the Chancellor's Cabinet to ensure a unified effort in the achievement of EAA's goals and objectives.

Duties and Responsibilities:

1. Provides strategic leadership, in partnership with the Superintendent, Chief Operating Officer, Deputy Chancellor and the Board, to create the vision for the district, develop the strategic plan to achieve the vision, and drive the execution of the Board's policies.
2. Serves as a member of the Chancellor's Senior Leadership Team participating in the creation and execution of the district's vision, mission, and strategic plan to ensure that each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.
3. Directs the day-to-day activities of direct reports; manages employees through EAA headquarters. Duties include hiring, training, counseling, evaluating staff performance, and when necessary disciplining and/or discharging staff.
4. Provides leadership and direction in the development, implementation, operation and maintenance of the district's business and finance information systems, computer services, network communications, and management information services to accomplish organizational goals and objectives.
5. Develops RFPs for the competitive acquisition of state-of-the-art technology systems for the effective operations of EAA and its educational programs and services.
6. Establishes and oversees implementation of computing and information technology strategic plans, operating policies and approaches, programs and schedules; ensures that technology is applied efficiently and in a cost-effective manner.

7. Directs the information and data integrity of the organization and its business units.
8. Monitors and evaluates overall operations of computing and information technology functions and recommends enhancements.
9. Regularly evaluate division performance relative to measurable student performance objectives.
10. Advises senior management on strategic systems conversions and integrations in support of business and educational goals and objectives.
11. Prepares enterprise objectives and budgets to facilitate the orderly and efficient capture, storage, processing, and dissemination of information.
12. Prepares and administers department budget(s); ensures expenditures are within approved budget(s).
13. Interacts with organization managers on internal and external operations that are impacted by the capture, storage, processing and dissemination of information.
14. Reviews and approves major contracts for computing and information technology services and equipment.
15. Ensures the security of the information systems, communications network, and equipment
16. Oversees the development, design, and implementation of new applications and changes to existing computer systems and software packages.
17. Responsible for the development, review, and certification of all back-up and disaster recovery procedures and plans.
18. Identifies emerging information technologies to be assimilated, integrated, and introduced within the organization.
19. Ensures departmental staff maintains required credentials and facilitates on-going development opportunities that align with district strategies and objectives
20. Assesses new computing technologies to determine potential value for the organization.
21. Oversees ongoing improvements and the feasibility of system enhancements.
22. Establishes organization infrastructure to support and guide individual divisions/departments/sites in computing and information technology efforts.
23. Establishes and implements short- and long-range departmental goals, objectives, policies, and operating procedures.
24. Serves on planning and policy-making committees.
25. Attends Board meetings and performs related tasks.
26. Prepares and oversees preparation of departmental documents and reports as required.
27. Performs other duties as assigned by the Chancellor.

EDUCATION AND EXPERIENCE

- Master's degree in information technology, computer science or related field required. Ph.D/Ed.D preferred.
- Candidates with an extensive background in providing technology support in business and industry also preferred.
- A minimum of {10} years of information technology experience including senior-level management responsibilities and strategic planning and execution
- Experience with implementation of information technology integrations in a large division/organization
- Knowledge of contracting, negotiating, and change management. Knowledge of information technology computer systems and software and the ability to manage the entire spectrum of information technology operations.
- Demonstrated supervisory skills to effectively manage the daily operations and administration of assigned function(s).
- Interpersonal skills necessary to work productively with district administrators, the Superintendent and Board in long-range strategic and business planning and decision-making.

The incumbent is also required to successfully negotiate contracts with vendors and external contractors.

- Strong written and verbal communication skills, including effective interpersonal skills.
- Computer skills and analytical ability to identify and resolve information technology problems of the highest nature.
- Project management skills necessary to successfully implement a variety of complex technology network and infrastructure projects.
- Demonstrated ability to handle problems situations in a tactful, courteous manner.
- Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.
- Ability to participate in and facilitate group meetings.
- Demonstrated ability to effectively serve as a leader and member of a team.

Additional Qualifications:

- Must have an exemplary attendance record.
- Must be able to verify whether U.S. citizen, resident alien or otherwise authorized to accept employment in the U.S.
- Must be physically able to perform the duties and responsibilities outlined with or without accommodations.

FILING DEADLINE:	Posted until filled
SALARY:	Commensurate with experience.
LENGTH OF WORK YEAR:	Twelve (12) Months
EFFECTIVE DATE:	Immediately

METHOD OF APPLICATION:

All interested candidates should submit a letter of application and current resume to:

Dr. H. MiUndrae Prince
Associate Chancellor, Human Capital, Equity and Accountability
Education Achievement Authority of Michigan
300 River Place, Suite 3600
Detroit, MI 48226
By E-mail to mprince@eaaofmichigan.org